



Town of Garrett Park
PO Box 84
4600 Waverly Avenue
Garrett Park, MD 20896

COVID-19 Emergency Town Council Meeting
Public Teleconference
10814 Kenilworth Avenue
Garrett Park, MD 20896

**COVID-19 Emergency Town Council Meeting: March 20, 2020
(Conducted via teleconference)**

MINUTES

Call to Order (5:06 PM) – Mayor Kacky called the meeting to order at 5:06 PM. Present were Councilmembers Gerilee Bennett, Stephen Paczkowski, Phil Schulp, Dan Simons, and Hans Wegner. Also present were Town Manager Andrea Fox, Bugle Reporter Ed Lincoln, and approximately ten Town residents.

Mayor's Opening Remarks (5:06 PM) – Mayor Kacky emphasized the importance of making sure the Mayor, Council, and Town Manager are all on the same page with regard to seriousness of the global coronavirus (COVID-19) pandemic and are working together to protect the safety and health of our town residents.

Approval of Agenda (5:08 PM) – The agenda was unanimously approved

New Business (5:08 PM) – COVID-19 & Garrett Park

- *Information:* The State and Montgomery County both have dedicated COVID-19 webpages and social media pages with up to date COVID-19 information. Links to these sites are on the Town website. Residents with health and other relevant backgrounds have volunteered to review the latest reputable information on COVID-19 that hasn't already been posted by the Town Office. Logistics are TBD but Mayor Kacky has ensured that any information provided will have associated citations.
- *Town Elections:* Section 202 of the Town Code gives Council the ability to decide how elections nominations will occur. In lieu of an in-person nominations meeting, this year nominations will be received through the following procedure:
 - From March 25, 2020 through April 13, 2020, residents may nominate one another or themselves by sending an email to Town Manager Andrea Fox and Town Assistant Elizabeth Henley at managerandrea@garrettparkmd.gov and adminelizabeth@garrettparkmd.gov OR mailing the nomination to: Town of Garrett Park Town Office, Attn: Town Manager Andrea Fox, PO Box 84, Garrett Park, MD 20896
 - Candidates must fill out a financial disclosure form and send to Town Manager Andrea Fox and Town Assistant Elizabeth Henley at managerandrea@garrettparkmd.gov and adminelizabeth@garrettparkmd.gov by April 13, 2020
 - The Town Office will date, print, and keep records of nominations and financial disclosure forms.

- The Town Office will contact (preferably email) nominees and confirm if they'd like to be on the ballot.
- As nominations are confirmed, they will be listed on the Town website.
- Nominations do not need to be seconded. Though this has been a past practice, it's not a requirement of the Charter or Code.
- Self-nominations do not need to be confirmed with 10 signatures on petition as in the past. Due to COVID-19 safety concerns, collecting signatures is highly discouraged.
- *Parks* – The Town can't close County parks, and the County asked the Town to not place signs with COVID-19 guidance at County parks. Instead, the County will do this, and the Town will place similar signs at Town parks. Town parks (Cambria Park and the Dog Park) and County parks (Wells Park and Garrett-Waverly Park) will operate under the same guidance; if County parks are open, Town parks will remain open.
- *Post Office & Volunteers* – The Town has the same difficulties buying hand sanitizer and cleaning wipes for the Post Office that everyone is experiencing. Residents suggested using bakery tissues or paper towels. Town staff are looking into installing an automatic ADA door at the Post Office. Mayor Kacky raised the issue of how best to deliver mail to elderly residents who are self-isolating and can't go out to get their own mail. The group of residents that are calling elderly neighbors may be able to assist.
- *SRTS* – The Town's construction contractor, Patriot, is taking it day by day. They have waited until the following week to excavate the next section in case there is a State directive to stop work or if concrete plants shut down. Their goal is to complete the first two blocks before moving on to excavate the remaining portions of Oxford.
- *Communications Protocols* – Councilmember Bennett will send a sample emergency communications protocol that could be used if the Mayor and Council need to be notified immediately. Mayor Kacky suggested that this protocol should also include how residents will be notified. Mayor Kacky and Councilmember Schulp discussed a vendor they spoke with at the Maryland Municipal League summer conference about an emergency alert system.

Questions from Residents (6:26 PM)

- A resident's suggestion resulted in Council agreeing that the Town should place signs with the County's COVID-19 guidance near Town parks and on poles and trees throughout Town (but not on County park property).

A standing Town Council Emergency Meeting will be held every Friday at 5:00 PM for the time being. **Mayor Kacky adjourned the meeting at 6:49 PM.**

Signed,

Andrea Fox

Andrea Fox, Clerk-Treasurer

